



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	124	Manual Of Standards For Children'S Shelter Facilities And Homes	9/12/2008
Subchapter:	3	Staff Requirements	
Section	3	Qualifications for shelter facility staff (N.J.A.C. 10:124-3.3)	

§10:124-3.3 Qualifications for shelter facility staff

(a) Administrator: The administrator of the shelter facility shall:

1. Have a bachelor's degree from an accredited college or university and three years of professional experience in the human services field, one year of which shall have been a supervisory, administrative or clinical position; or
2. Have a master's degree from an accredited graduate school in one of the areas of study in the human services field, and two years of professional experience in the human services field, one year of which shall have been in a supervisory or administrative position; or
3. If applicable, meet the civil service requirements for the position.

(b) Social service staff: All social service workers of a shelter facility shall:

1. Have a bachelor's degree in social work or a related field from an accredited college or university and one year of professional experience in the human services field; or
2. Have a master's degree in social work or a related field from an accredited graduate school; or
3. If applicable, meet the civil service requirements for the position.

(c) Child care staff: All child care workers of a shelter facility shall:

1. Have a bachelor's or associate degree from an accredited college or university; or
2. Have a high school or high school equivalency diploma and one year of work experience involving the supervision of children in the human services field; or
3. If applicable, meet the civil service requirements for the position.

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